

CENTRAL INTELLIGENCE AGENCY

OFFICE OF THE DEPUTY DIRECTOR

18 January 1980

NOTE FOR: Director of Personnel Policy,  
Planning, and Management

FROM :

SA/DDCI

STATINTL

Harry--

*Harry*  
Attached FYI and per our discussion  
is a copy of ExCom's status report on NAPA  
project recommendations. Let me know if  
you have any problems with anything in here.

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Approved For Release 2002/01/08 : CIA-RDP89-01114R000300030014-6

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16 JAN 1980

NAPA Project Group Report

Tabs/Recommendations	Discussed in EXCOM	Decision Paper/ Rev. Rec'd from O/Pers.	App/Disapp by DCI/DDCI	Implement Plan/Action Started	Comments/Remarks
<u>A. Framework for the Agency Personnel System</u>					
A. <u>Scope and Limitations of DCI's Authorities</u>	26 Nov. 79				
A. OGC complete <u>Guide</u> in 3 months	- Revised	- 13 Dec. 79	- 17 Dec. 79	- 10 Jan. 80	- OGC SO notified
B. Senior managers required to read <u>Guide</u>	- Disapproved	- 13 Dec. 79	- 17 Dec. 79	"	
C. OGC develop law review article on DCI's special authorities in personnel	- Revised	- 13 Dec. 79	- 17 Dec. 79	"	
B. <u>Criteria for Changes</u>	26 Nov. 79				
A. Disapprove NAPA proposal for considerations to use in adopting changes	- Approved	- 13 Dec. 79	- 17 Dec. 79		
B. D/Pers. responsible for impact analyses of pro- posed changes	- Approved	- 13 Dec. 79	- 17 Dec. 79	18 Jan 79	In progress
C. DDCI to use above in reaching decisions	- Approved	- 13 Dec. 79	- 17 Dec. 79		
C. <u>Personnel Policy--Approval and Publication of Regulations</u>	26 Nov. 79				
A. Review, revise, without coordination, <span style="background-color: black; color: black;">      </span> series to reflect policy	- Revised	- 13 Dec. 79	- 17 Dec. 79	18 Jan 79	Began--To be completed June 80
B. DCI/DDCI approve all new/ changed personnel policies	- Revised	- 13 Dec. 79	- 17 Dec. 79	18 Jan 79	Continuing

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Discussed	Decision Paper/	App/Disapp	Implement	
in EXCOM	Rev. Rec'd	by DCI/DDCI	Plan/Action	
	from O/Pers.		Started	Comments/Remarks

D. Authorities of the D/Pers.

A. DDCI memo to delineate D/Pers. control/enforcement functions	- D/Pers. tasked with compiling EC views on 2 other options: - B: transfer part of OP to DCI/DDCI level - B: transfer all of OP to DCI/DDCI level	- Received 5 Dec.	29 Dec 79	OP transferred to DCI area
		- 13 Dec. 79		

E. Role of Personnel Officers

26 Nov. 79

A. Components to define in AWP pers. officer role	- Approved	- 13 Dec. 79 - 17 Dec. 79 - 10 Jan. 80	- D/Pers requested AWP's for Sr. component personnel officers by 1 Feb.
B. D/Pers. to supplement general pers. officer role	- Approved - D/Pers. to develop paper on pers. policy board	- 13 Dec. 79 - 17 Dec. 79 - Received 3 Dec.	18 Jan 79 To Be Done by 1 Mar 80

F. OP Focal Point for Component Personnelists

26 Nov. 79

A. Focal point not be created	- Approved	- 13 Dec. 79 - 17 Dec. 79	No Action
	- OP requested to issue updated functional directory		Sent to Printing 7 Jan 80

G. Office of Pers. Operational Activities

26 Nov. 79

A. Do not delegate operational activities to directorates	- Deleted	- 13 Dec. 79 - 17 Dec. 79
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Decision Paper  
Discussed Rev. Rec'd App/Disapp Implement  
in EXCOM from O/Pers. by DCI/DDCI Started Comments/Remarks

"E" Career Service

26 Nov. 79

A. Retain with more rotation - Approved - 13 Dec. 79 - 17 Dec. 79 - 10 Jan. 80 - Ch. E Car. Serv. notified

Pers. Selection and Devel.

I. CT Selection and Placement

13 Dec. 79

( . Retain present procedures - Defer pending - 8 Jan. 80 - 15 Jan. 80  
B. Reaffirm flexibility of IG report  
CT entry-level grade  
C. Publish annual vacancy notice for CTP  
D. Est. task force to review CTP role/objectives  
E. Revise [redacted] to reflect "D." STATINTL

J. Vacancy Notice System

6 Dec. 79

7 Jan 80

A. Retain present concept - New Pers. Pol. - 8 Jan. 80 - 15 Jan. 80  
B. Mandatory annual reporting of all GS-15-below vacancies not to be warranting Agency-wide notices  
C. D/Pers. 1-year review - D/Pers. to examine resource constraints; expedite distribution; reduce response period to 2 weeks; inform employees; report back to EXCOM  
D. Annual notice explaining vacancy notice system  
E. Revise [redacted] on vacancy notice policy  
F. DDs to publish info on system - 3 weeks' notice for people accepting new assignments  
G. DDs revise Pers. Handbooks to include "F"  
H. D/Pers. to approve issuances recom. in F and G  
I. Priority printing and dist. of notices

Study on occupational families begin-To be discussed Feb PMAB meeting.

Agency notice on vacancy notice being drafted.

Tabs/Recommendations	Discussed in EXCOM	Rev. Rec'd from O/Pers.	App/Disapp by DCI/DDCI	Plan/Action Started	Comments/Remarks
K. <u>Movement into Professional Ranks</u>	- 18 Dec. 79				
A. Job descriptions and standards to reflect educational criteria	- Approved	- 8 Jan. 80	- 15 Jan. 80	23 Jan 80 notification awaiting DDCI reconsideration of recommendation B.	
B. DDs to verify college degree require in vacancy notices	- Approved	- 8 Jan. 80 revision suggested			
L. <u>Occupational Career Systems</u>	- 18 Dec. 79				
A. Postpone decision on ADP occupational grouping	- Approved	- 8 Jan. 80	- 15 Jan. 80	See comment on TAB J	
B. Continue present senior secretarial panels	- Defer pending D/Pers study of vacancy notices/panels				
C. Advertise GS-08-above sec/clerical vacancies Agency-wide	- Defer as above				
M. <u>Rotational Assignment Policy</u>	5 Dec. 79				
A. Rewrite [redacted] policy on rotations	- SIS exec. dev. guidelines to be decision doc.		- Received 5 Dec.		
B. Revise directorate handbooks to reflect above policy					
	6 Dec. 79  - D/Pers. to incorp. rotation policy statement in above, circ. for comment, decision by 12 Dec.				

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Discussed Rev. Rec'd App/Disapp Plan/Action  
in EXCOM from O/Pers. by DCI/DDCI Started Comments/Remarks

Tab/Recommendations	Discussed in EXCOM	Rev. Rec'd from O/Pers.	App/Disapp by DCI/DDCI	Plan/Action Started	Comments/Remarks
N. <u>Competitive Evaluation Panels</u>	6 Dec. 79			24 Jan 80	Head CS notified, to verify by 22 Feb 80
- Career Serv. Chrm. to meet, find com- monalities among current 5 systems on which to build Agency system					
	13 Dec. 79				
A. Approve journeyman level grade, job standards	- Deferred				
B. Line managers to promote to journeyman level	- Disapproved	- 8 Jan. 80		- 15 Jan. 80	
C. Eliminate panels, for below journeyman level	- Disapproved	"		"	
D. Retain competitive eval. for supervisory/senior positions	- Approved	"		"	
O. <u>Decisionmaking Role of Panels</u>	13 Dec. 79			24 Jan 80	Head CS notified, to verify by 22 Feb 80
A. Panels to be advisory	- Approved	- 8 Jan. 80		- 15 Jan. 80	
B. Exceptions to panel pro- motion recommendations to be documented	- Revised	"		- 15 Jan. 80 w/revision	
P. <u>Evaluation Panel Functions</u>	13 Dec. 79			24 Jan 80	Head CS notified, to verify by 22 Feb 80
A. Revise handbooks to dis- tinguish between perfor- mance/potential	- Approved	- 8 Jan. 80		- 15 Jan. 80	
B. Panels to recommend pro- motions, identify high potential	- Approved	"		"	
C. Eliminate descriptors	- Disapproved	"		"	
D. Review need for numerical ranking	- Not addressed				To be addressed by D/Pers when develop uniform guidance for panels.

Tabs/Recommendation	Decision Paper/			Implement Plan/Action Started	Comments/Remarks
	Discussed in EXCOM	Rev. Rec'd from O/Pers.	App/Disapp by DCI/DDCI		
Q. <u>Uniform Precepts for Panels</u>				7 Jan 80	To be discussed Jan PMAB meeting
A. Use and publish uniform guidelines for panels	- Revised	- 8 Jan. 80	- 15 Jan. 80		
R. <u>Labeling Positions as Profes- sional and Clerical</u>	- 18 Dec. 79				
A. Maintain three categories	- Defer pending	- 8 Jan. 80	- 15 Jan. 80		
	study		STATINTL		
B. Use OTR courses to dis- courage use of labels	- Approved	"	"	24 Jan 80	DTR notified, to respond by 22 Feb 80
<u>Manpower Planning, Recruitment and Separation</u>					
S. <u>Flow-Through Policy</u>	- 18 Dec. 79				
A. DDCI policy statement re staffing objectives	- All obviated by 13 Nov. 79 DCI Notes	- 8 Jan. 80	- 15 Jan. 80		
B. Directorate data require. for deter. work force	"	"	"		
C. Analyze structure to achieve balanced work force	"	"	"		
D. D/Pers. to develop data reduction and analysis tech.	"	"	"		
T. <u>Personnel Reductions</u>	- 18 Dec. 79				
A. Issue Agency personnel reduction policy	- Done by 13 Nov. DCI Notes	- 8 Jan. 80	- 15 Jan. 80		
B. Reflect above in hand- books.	- Revised	"	"		



Tabs/Recommendations	Decision Paper/ Discussed		App/Disapp by DCI/DDCI	Implement Plan/Action Started	Comments/Remarks
	in EXCOM	Rev. Rec'd from O/Pers.			
U. <u>Low-Three-Percent-Out Concept</u> - 18 Dec. 79					
A. Eliminate low 3% ranking	- Disapproved	- 8 Jan. 80	- 15 Jan. 80		
B. Issue notice explaining "A"	- Disapproved - To conform to current reg.	"	"		
V. <u>Non-Competitive Transfers</u>	- 18 Dec. 79			9 Jan 80	9 Jan 80. determined that Foreign Service has transfer rights (DDCI advised)
A. OP to contact OPM on possible transfers	- Revised: D/Pers. to det. if CIA has same Civ. Serv. rights as Foreign Service	- 8 Jan. 80	- 15 Jan. 80		
B. If "A" favorable, take action to implement					
W. <u>Agency's Obligation to Employees</u>					
	- 18 Dec. 79				
A. Policy re: career employment opportunities	- To be turned over to DCI MAG		- 4 Jan. 80		SA/DDCI memo tasking Mag advisor
B. Publish "A" in Agency regs.	for recommendations				
<u>Personnel Program Evaluation</u>					
X. <u>Personnel Mgmt. Evaluation Program</u>					
	- 18 Dec. 79				
A. D/Pers. to develop evaluation tools for line	- Approved	- 8 Jan. 80	- 15 Jan. 80	18 Jan 80	OPPPM developing APP needs to be determined from Hds CS
B. Annual reports on effectiveness of line mgrs. pers. mgmt. programs	- Revised: D/Pers, car. serv. heads, D/EEO to devt. eval. design	"	"	"	

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Y. Costs to Personnel Administration - 18 Dec. 79

- A. Directorates assess pers.- Disapproved - 8 Jan. 80 - 15 Jan. 80.  
costs, report findings/recomm.

Personal Rank Assignments - 18 Dec. 79

- A. Retain present concept - Approved - 8 Jan. 80 - 15 Jan. 80  
B. NFAC/DDA label PRA - Revised: To " " " " " "  
sections of handbooks be Agency-  
wide handbook

OPPPM to monitor

AA. LWOP for Employee Spouses - 18 Dec. 79

- A. Continue present mechanism. - Defer pending- 8 Jan. 80 - 15 Jan. 80  
task force  
report  
B. Reaffirm "first consideration"  
rights for employees returning  
from LWOP to accompany spouses